5-53.7

## PERSONNEL

## Service Personnel: Letters of Agreement

Upon recommendation of the division superintendent, the Stafford County School Board shall annually employ such service personnel as needed for the efficient operation of the school division.

In a form prescribed by the division superintendent, service employees will annually receive written notice of the board's intent to employ or reemploy. Upon receipt of notice, service personnel must accept or reject, in writing, within ten (10) days of receiving the notice.

The notice of intent to employ shall include, but not be limited to, the following, if applicable:

- 1. employee's name
- 2. position title
- 3. period of employment
- 4. salary

Adopted by School Board: March 12, 1991 Amended by School Board: August 26, 1997